

11 December 1974

MEMORANDUM FOR: Senior Training Officer DDI

SUBJECT : Nominations for Executive Seminar

1. Nominations are due in my office not later than 31 January 1975 for the Seminar for New Managers at Kings Point, 13 April - 2 May 1975.

2. The Agency has one space reserved for this seminar. (DDI requested one space.)

3. Please submit six copies of all nomination papers for your candidate--an up-to-date biographic profile, the most recent fitness report, and a statement giving reasons for proposing attendance at the seminar. It is requested that your supporting documentation contain the date that the nominee was first assigned to a managerial position since June 1973.

  
Executive Secretary  
Training Selection Board

25X1A

25X1A

ES-TSB  maq

Distribution:

Orig - Adse

2 - ES-TSB

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**MEMORANDUM FOR: Senior Training Officer DDA**

**SUBJECT : Nominations for Executive Seminar**

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2. The Agency has one space reserved for this seminar. (DDA requested one space.)

3. Please submit six copies of all nomination papers for your candidate--an up-to-date biographic profile, the most recent fitness report, and a statement giving reasons for proposing attendance at the seminar. It is requested that your supporting documentation contain the date that the nominee was first assigned to a managerial position since June 1973.

**[REDACTED]**  
Executive Secretary  
Training Selection Board

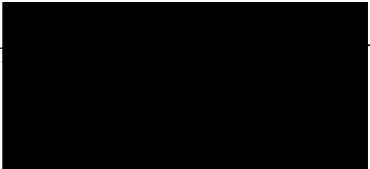

25X1A

25X1A

ES-TSB [REDACTED] :maq  
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2 - ES-TSB

# NOMINATION FOR INTERAGENCY TRAINING

COURSE	1. Course title <b>Approved For Release 2000/06/13 : CIA-RDP78-04202A000200160005-1</b> <b>Seminar for Advancing Managers</b>	2. Cost <b>\$ 750</b>
	4. Dates of course <b>30 March - 11 April 1975</b>	3. Agency offering course <b>Civil Service Commission</b> 5. Location of course (city, State) <b>Kings Point, New York</b>

NOMINEE	6. Name (First)(Initial) (Last) (Mr., Miss, Mrs.) 	7. Position title <b>Intelligence Officer Branch Chief</b>
	8. Home 	9. Pay plan and grade <b>GS-15</b>
	10. Office telephone (including Area Code) <b>202 - 351-1100</b>	
11. Enter here special information required by the course announcement  <b>Appointed to present managerial position: October 1974</b>		

AGENCY	12. Billing address (including ZIP Code) <b>Registrar, Office of Training Central Intelligence Agency Washington, D.C. 20505</b>	13. Approving official (signature and title) <b>Registrar, Office of Training</b>
	14. Date <b>12 February 1975</b>	15. Telephone (including Area Code) <b>202 - 351-2193</b>

**Registrar, Office of Training  
Central Intelligence Agency  
Washington, D.C. 20505**

16. Return address of nominating agency (including ZIP Code)  
←

FOR USE BY AGENCY OFFERING TRAINING—DO NOT FILL IN THIS PART	
ACTION	17. Nominee is: <input type="checkbox"/> Selected as nominated <input type="checkbox"/> Selected for alternative dates (see Remarks) <input type="checkbox"/> Not selected (see Remarks)
	18. Remarks
19. First session of class meets	

## INSTRUCTIONS TO NOMINATING AGENCY

1. Observe the Nominating Criteria and Special Instructions in Course Announcement or Bulletin before completing this form.
2. All requested information, Items 1 through 16, must be furnished. Use typewriter to complete form.
3. Submit the original and the first three copies (do not remove carbons) to the agency offering the training. See Course Announcement or Bulletin for correct address. The agency submitting the nomination may retain the additional two copies.
4. A copy of this form will be returned by the agency sponsoring the training, indicating the action taken on the nomination in the ACTION block.

**Approved For Release 2000/06/13 : CIA-RDP78-04202A000200160005-1**

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Executive Secretary  
Training Selection Board 1036 CofC Bldg

EXTENSION

2193

NO.

DATE

28 January 1975

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Dr. Karl H. Weber  
6 F 20 HQS

1/29 1046

Attached for your consideration are five nominations for the Seminar for Advancing Managers at Kings Point, 30 March - 11 April:

NPIC  
GS-14, NPIC  
PIC  
OF

The Agency has one space reserved for this seminar.

Please return these papers to me indicating your Ranking of the candidates.

25X1A

25X1A

25X1A

4 - 5 - 0 - 2 - 0 11  
1 - 4 - 0 - 5 - 0 10  
3 - 3 - 0 - 3 - 0 9  
- 2 - 2 - 4 - 2 12  
- 1 - 1 - 1 - 1 9

Chairman  
2-11-75

13.

14. Executive Secretary  
Training Selection Board  
1036 Chamber of Commerce

15.

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1. Chairman  
Training Selection Board

1/28 2/10

*[Signature]*

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13. Executive Secretary  
Training Selection Board  
1036 Chamber of Commerce

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4. \_\_\_\_\_

5. \_\_\_\_\_



UNCLASSIFIED



INTERNAL



CONFIDENTIAL



SECRET

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3 C 43 HQS

29 JAN 1975

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Executive Secretary  
Training Selection Board  
1036 Chamber of Commerce

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FORM  
3-62

610

USE PREVIOUS  
EDITIONS

SECRET



CONFIDENTIAL

INTERNAL  
USE ONLY

UNCLASSIFIED

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**Executive Secretary**  
**Training Selection Board 1036 CofC Bldg**

EXTENSION

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2 F 20 HQS

1-31-75 *[Signature]*

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14. **Executive Secretary**  
**Training Selection Board**  
**1036 Chamber of Commerce**

15.

UNCLASSIFIED

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COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Mr. Fred W. M. Janney  
5 E 56 HQS

31 JAN 1975

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